



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor Administrative Service Division 130 Memorial Drive Atlanta, Ga. 30303	Application Number 83-780	
Application Number		Date Received FEB 24 1983	Date Completed MAR 31 1983
2. Person to Contact Beverly Washington		Working Title Adm. Clerk	Telephone Number 656-3190
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1977 Latest Present	5. Records Series Title (followed by title used in office, if different) Billings UTILITY RECORDS		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Administrative Services- Procures and distributes supplies, material and equipment. Provides labor market information. Conducts training and maintains official communications. Staff Services- Purchases and distributes supplies, materials and equipment for the Labor Department. Maintains inventory, property control, utility and telecommunications records.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Records are monthly billings for all utilities for the entire Labor Department. Included are: Communications Summary Summary of Costs for Fiscal Year. File is arranged: Monthly			
8. Monthly Reference Rate One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (R-5/82)
(AR-50-7)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>Fiscal Section</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>1</u> years. | d. Audit period | <u>2</u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u>1</u> years. |
| c. Federal Law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative reference requirements are one year. Federal auditors are supposed to audit every two years; however, they usually run behind, and it is normally three to four years before audits are closed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other then.

- ☒ Hold in the current files area month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE: Destroy only after all state and federal audits have been completed.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joseph P. Prestor</i>	2-22-83	<i>W. H. Pherson for Jim BISHOP</i>	2-21-83
ESA Director (Signature)	Date	Chief, Records Management & Controls (Signature)	Date
<i>Walter J. Bortz</i>	2-22-83	<i>William B. Pherson</i>	2-21-83
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	3-28-83
		Secretary of State/Designee	3/20/83
		Attorney General/Designee	3-25-83